



Peace Corps – NEPAL

Limited-term Contract Statement of Work (SOW)

Attachment- I

Position Title: Pre-Service Training **Lead Language and Culture Facilitator (LLCF)**

Work Hours: Full time + This is a limited-term (December 9, 2019 - April, 24, 2020) contract.

Reports to: Training Manager /Training Coordinator

Position Summary: Under the direct supervision of the Training Manager (TM), the LLCF together with the Training Coordinator (TC) is responsible for planning, coordination, integration, implementation and evaluation of the Language and Cross-Culture training during the Pre-Service Training (PST). Designs and facilitates Cultural sessions, conduct Nepali language classes when required, Provide guidance and support to PCTs and LCFs regularly.

LLCF will live at the Training site 13-15 weeks and required to follow a six-day work week and work during holidays.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in any discipline
- Good command in written and spoken English.
- At least one year experience as Language and Culture Facilitator to foreigners.
- Sound knowledge of Nepali language, culture, tradition/values/customs and practices of Nepal and the ethnic diversity.
- Must have training session facilitation experience.
- Must have Computer skills, proficiency in Microsoft Office (word, outlook, excel, PowerPoint, etc).
- Must be willing to live outside of Kathmandu for 13 to 15 weeks (during the contract period)

DESIRED QUALIFICATIONS:

- A thorough and practical understanding of Language training techniques and approach.
- Ability to type in Nepali language.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists and works with Training Coordinator in planning and implementing language/cross culture TOT. Facilitates Training of Trainers (TOT) for LCFs prior to PST.
2. Actively participates in the Pre-Service Training (PST) General TOT and TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.

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3. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff and training team efforts and decisions.
4. Serves as a substitute LCF whenever needed.
5. Provide proactive guidance to LCFs in planning language learning activities, reviews lesson plans on a regular basis and assists in developing language lesson plans incorporating different training methods and activities.
6. Teach /co-teach language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.
7. Collects/compiles all lesson plans, language/cultural materials and other documents and submits to the Training Coordinator for future use.
8. Develops Nepali Language and Cross-Culture assignments for PCTs to perform at their PST cluster sites and follows up the assignments.
9. Helps PCTs to develop cross-cultural knowledge and skills by clarifying their questions/interpretation regarding Nepali culture and practices/behaviors.
10. Facilitates cross-culture training sessions/big group language activities at different cluster sites.
11. Ensures that community activities are planned and implemented at their cluster site.
12. Prepares all necessary materials, handouts, visuals, activities, worksheets that are required for the language and cultural training under the guidance of the Training Coordinator.
13. Visits PCTs' cluster sites, observe language classes and provide onsite support and guidance to PCTs and LCFs.
14. Collaborates through the TC with the Training Administrative Assistant for any necessary reproduction or purchase of training materials.
15. Coordinates with all other component trainers to effectively integrate Language in safety, health, technical and cross –culture components training.
16. Maintains open communication with the PCTs and staff throughout the PST.
17. Participates fully in the assessment of the PCTs' progress in fulfilling the Language Cross-Culture and technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
18. Provides timely and regular feedback using SAW to PCTs regarding their progress in language acquisition and cultural understanding.
19. Uses coach approach to help PCTs solve their issues and does not prescribe solution
20. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Language.
21. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.
22. Participates in all plenary meeting and training group activities.



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23. Participates as a full member of the PST core staff, supports and assists the Training Manager and Training Coordinator as requested.
24. Integrates gender into all training events and sessions whenever possible.
25. Demonstrates respect to diversity that PCTs and staff bring by being inclusive and provide required support to all.

Occasional Money Handler

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps PCTs and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
4. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
5. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
6. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

1. As required and instructed by the Training Manager/ Training Coordinator
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior